

# ADMINISTRATIVE MANAGEMENT

This category deals with materials on organization, functions, management, Agency emergency preparedness, and civil defense. Use also for general material on administration which is too comprehensive to be filed under one of the more specific outlines, such as BUDGET, FISCAL AFFAIRS, PERSONNEL, or PAPERWORK and DATA MANAGEMENT.

## ALTERNATE METHOD OF FILING:

Offices preferring to maintain material relating to Administrative or Program Reports or Committees, Meetings in one location may file the material under ADM-2 REPORTS AND STATISTICS and ADM-3 COMMITTEES, MEETINGS as appropriate.

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### *DISPOSAL AUTHORITY NCI-310-77-2*

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#### **\* Retention Period \***

## **ADM ADMINISTRATIVE MANAGEMENT**

General material relating to Administrative Management too broad to be filed under one of the more specific subjects below.

**EXCEPT:** Paperwork and Data Management, Personnel, Budget, and Property. See appropriate subject.

### **ADM 1 POLICY**

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

**EXCEPT:** Published instructions or directives which are filed in binders according to established Agency custom.

#### **(item 1a)**

##### **Originating office:**

Destroy when 3 years old.

#### **(item 1b)**

##### **All other offices:**

Destroy when 2 years old.

#### **(item 2a)**

##### **Originating office:**

Retire to Federal Records Center (FRC) when 10 years old. Destroy when 20 years old.

#### **(item 2b)**

##### **All other offices:**

Destroy when superseded or obsolete.

**\* Retention Period \***

**ADM 2 REPORTS AND STATISTICS**

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

**EXCEPT:** Final project reports which should be filed under ADM 6 PROJECTS, or other reports which should be filed by subject involved.

**a.** Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

**(item 3a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

**(item 3b)**

**All other offices:**

Destroy when no longer needed for reference but no longer than 3 years.

**(item 4a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 4b)**

**All other offices:**

Destroy when 2 years old.

**b.** Agency copy of above reports.

**(item 5a)**

**Originating office:**

Destroy when 2 years old.

**(item 5b)**

**All other offices:**

Destroy when 2 years old.

**c.** All other reports.

**\* Retention Period \***

**ADM 2-1 Activity Reports**

Summaries of specific action or work performed by program or administrative personnel.

(item 3027a)

**Originating office:**

Destroy when 2 years old.

**+[(Disp. Auth. GRS-23-1)]+**

(item 3027b)

**All other offices:**

Destroy when 2 years old.

**+[(Disp. Auth. GRS-23-1)]+**

**ADM 3 COMMITTEES, MEETINGS**

Meetings and committees and meetings relating to Administrative activities and functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date on folder.

(item 1040a)

**Originating office:**

Destroy when 2 years old.

**+[(Disp. Auth. GRS-16-8-a-1)]+**

(item 1040b)

**All other offices:**

Destroy when 2 years old.

**+[(Disp. Auth. GRS-16-8-a-1)]+**

Case file record copy of minutes and related material, including agendas of substantive or significant committees or meetings concerned with broad aspects of the Agency. Includes committees chaired by administrative management representatives or records maintained by administrative management representatives on committees to carry out responsibility of assignments.

(item 8a)

**Originating office:**

**PERMANENT**. Retire to FRC when 10 years old.

Transfer to National Archives and Records Administration (NARA) when 15 years old.

(item 8b)

**All other offices:**

Destroy when 2 years old.

**EXCEPT:** Program meetings or committees which should be filed under the specific program category

### **ADM 3-1 Arrangements**

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work-papers, acceptances, and regrets.

**\* Retention Period \***

**(item 9a)**

**Originating office:**

Destroy when 1 year old.

**(item 9b)**

**All other offices:**

Destroy when 1 year old.

### **ADM 4 ORGANIZATION AND FUNCTIONS**

History of organization. Includes opening or is continuance of offices and reorganizations. Also includes organizational function statements.

**EXCEPT:** Budgeting for new units. See BUD.

**(item 10a)**

**Personnel Division:**

PERMANENT. Retire to FRC when 10 years old.

Transfer to NARA when 15 years old.

**(item 10b)**

**All other offices:**

Destroy when superseded or obsolete.

### **ADM 4-1 Planning**

Includes material relating to organizational goals and objectives.

**(item 11a)**

**Originating office:**

Destroy 5 years after goals accomplished or 3 years if canceled, superseded, or rescinded.

**(item 11b)**

**All other offices:**

Destroy 2 years after goals accomplished or immediately if canceled, superseded, or rescinded.

**\* Retention Period \***

**ADM 4-2 Charts**

Includes proposed and adopted organizational charts prepared by organizational staff.

**(item 12a)**

**Personnel Division:**

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**(item 12b)**

**All other offices:**

Destroy when superseded or obsolete.

**(item 12-1a)**

**Originating office:**

Destroy 2 years after superseded or obsolete.

**(item 12-1b)**

**Originating office:**

N/A

**\* Retention Period \***

**ADM 4-3 Delegations of Authority**

Includes order-of-succession and functional or signing delegations. Division level or higher.

**(item 13a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**(item 13b)**

**All other offices:**

Destroy 2 years after superseded or obsolete.

Includes order-of-succession and functional or signing delegations to offices below the Division level.

**EXCEPT:** Travel authorizations. See TRV.

**(item 13-1a)**

**Originating office:**

Destroy 10 years after delegation canceled.

**+[(Disp. Auth. NC1-463-80-1)]+**

**(item 13-1b)**

**All other offices:**

Destroy 1 year after delegation canceled.

**+[(Disp. Auth. NC1-463-80-1)]+**

**ADM 4-4 Temporary Delegations**

Designations for one to act for another on temporary basis, such as during leave and illness.

**(item 14a)**

**Originating office:**

Destroy when 3 years old.

**(item 14b)**

**All other offices:**

Destroy when 1 year old.

**\* Retention Period \***

**ADM 5 EMERGENCY PREPAREDNESS**

Material related to Emergency Preparedness Program.  
Includes material related to biological warfare, radiation,  
and the like.

(item 1041a)  
**Emergency Preparedness  
Office:**  
Destroy 3 years after  
issuance of a new plan or  
directive. +[(**Disp. Auth.**  
**GRS-18- 27.**)]+

(item 1041b)  
**All other offices:**  
Destroy 3 years after  
issuance of a new plan or  
directive. +[(**Disp. Auth.**  
**GRS-18- 27.**)]+

**ADM 6 PROJECTS**

General material on projects.

(item 16a)  
**Originating office:**  
Destroy when 3 years old.

(item 16b)  
**All other offices:**  
Destroy when 2 years old.

Reference material.

(item 17a)  
**Originating office:**  
Destroy when superseded  
or obsolete.

(item 17b)  
**All other offices:**  
Destroy when superseded  
or obsolete.

**\* Retention Period \***

**ADM 6** *(continued)*

Case file records and related correspondence on approved projects or task forces having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: ADM 6 PROJECT No. 00 Service Guide to MRP-BS Operations. Includes nonrecurring or one-time projects.

**(item 18a)**

**Originating office:**

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

**(item 18b)**

**All other offices:**

Destroy when 2 years old.

**(item 19a)**

**Originating office:**

Destroy 5 years after completion of project.

**(item 19b)**

**All other offices:**

Destroy when 2 years old.

**(item 20a)**

**Originating office:**

Destroy when 5 years old, if no further action is taken.

**(item 20b)**

**All other offices:**

Destroy when 2 years old.

**(item 21a)**

**Originating office:**

Destroy 3 years after completion of project.

**(item 21b)**

**All other offices:**

Destroy when 2 years old.

All other projects.

Proposed projects.

Work papers and draft report of project.



**\* Retention Period \***

**ADM 7 COMMUNICATIONS**

General material on communications. Includes list of Federal translators.

**(item 1042a)**

**Originating office:**

Destroy when 3 years old.

**+[(Disp. Auth. GRS-12-2-a)]+**

**(item 1042b)**

**All other offices:**

Destroy when 2 years old.

**+[(Disp. Auth. GRS-12-2-a)]+**

**ADM 7-1 Directories**

Correspondence and other material on updating office directories and listings, Agency directories, organizations, and/or firms and similar matters.

**(item 23a)**

**Originating office:**

Destroy when change has been made and verified.

**(item 23b)**

**Originating office:**

Destroy when change has been made and verified.

Maintain directories used in day-to-day operations on desk top or in bookcase.

**(item 24a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 24b)**

**All other offices:**

Destroy when superseded or obsolete

**ADM 7-1 (continued)**

All other material.

**(item 25a)**

**Originating office:**

Destroy when 3 years old.

**(item 25b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**ADM 7-2 Telephone - Telegraph**

Material on commercial, Federal Telecommunications Systems (FTS), Advance Record System (ARS) of General Services Administration, facsimile transmission facilities, leased wire telegraph, and the like.

**EXCEPT:** File telegram and facsimile transmission by the appropriate subject.

**EXCEPT:** File billing documents for telephone and telephone services under FISCAL AFFAIRS.

**(item 1043a)**

**Originating office:**

Destroy when 3 years old.

**+[(Disp. Auth. GRS-12-2-b)]+**

**(item 1043b)**

**All other offices:**

Destroy when 3 years old.

**+[(Disp. Auth. GRS-12-2-b)]+**

**ADM 7-3 Electronic Mail**

Material on Electronic Mail to include changes to Electronic Mail ID's and updated listings.

**(item 1044a)**

**Originating office:**

Destroy when 3 years old.

**(item 1044b)**

**All other offices:**

Destroy when 2 years old.